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# The 2014 Annual Report

of the City of Columbus – City Garage

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*This Annual Report is prepared for the City of Columbus, Bartholomew County, the commissions and boards involved in City Garage operations as well as the following 2012 elected community leaders:*

**Columbus Mayor:**  
*The Honorable Kristen Brown*

**Columbus City Council:**  
*Dascal Bunch*  
*Ryan Brand*  
*Frank Jerome*  
*Frank Miller*  
*Tim Shuffett*  
*Kenny Whipker*  
*Jim Lienhoop*

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**Capital Improvements Committee Members:**  
*Kristen Brown, Mayor*  
*Beth Fizel, Engineer*  
*Luann Welmer, Clerk Treasurer*  
*Frank Jerome, Member*  
*Dascal Bunch, Member*  
*Tim Shuffett, Member*  
*Jim Lienhoop, Member*

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## **Executive Summary**

### **Mission Statements by Departments**

#### **Shop and Garage**

Shop & Garage maintains and supports the operations and facility of street (MVH), sanitation and traffic departments by providing high quality and cost effective maintenance of the city fleet and facilities. Assets maintained by the department include 159 pieces of equipment and vehicles.

#### **Sanitation**

The Columbus Sanitation Department is committed to being an innovative, customer service driven, responsive organization that provides a clean and safe environment through cost effective solid waste management to city residents in an environmentally sound manner, all while continuing to help educate residents on responsible resource management.

#### **Motor Vehicle Highway (MVH)**

The City of Columbus Street Department (Motor Vehicle Highway) is responsible to provide a safe and healthy environment on streets of Columbus through effective, efficient delivery of street maintenance, snow removal, mowing services, and other various duties within budgetary restraints.

#### **Traffic**

Columbus Traffic Department's mission is to keep Columbus moving safely for all City residents and visitors that travel across City streets while being in compliance with the current "Manual Uniform Traffic Control Devices" manual including but not limited to, maintenance and installation of street signage, traffic signals, pavement marking, sight distance issues and many other daily tasks. This department keeps street and intersections flowing safely 24/7 from emergencies, weather related issues or accidents



## **Overviews by Departments**

### **Shop and Garage**

The Shop & Garage consists of one mechanic (Dave Johnson) one assistant mechanic (Mike Smith) and a facilities maintenance man. They have the responsibilities of maintaining the sanitation, MVH and traffic fleet to keep essential vehicles running and maintained so the crews can provide high quality service to city residents. Assets maintained by the department include 159 pieces of equipment and vehicles and department is overseen by Bryan Burton, Director City Garage.

### **Sanitation**

The City of Columbus Sanitation Department consists of 23 full-time employees. Jeff Whittington, foreman directs Cathy Pavey and Debbie Bolenbaugh as office administration, 4 automated operators, 16 drivers and 3 seasonal part-time employees to provide superior customer service at its highest level.

- Automated trash collection
- Compost collection
- Chipper/brush collection
- Special pick-ups 1/mth
- Litter patrol
- Special event clean-up
- Assemble/repair/deliver trash totes
- Issue warnings concerning loose trash
- Clean-up loose trash issues

### **Motor Vehicle Highway (MVH)**

MVH provides many services that have a direct impact on all City residents, visitors, and those who have chosen to conduct business in our great City. This department consists of 18 employees: Director City Garage Bryan Burton, a working foreman Richard Macy, five heavy equipment operators and 11 drivers. These employees are



dedicated to a high quality of service and professionalism that allows our City to thrive & prosper. The director oversees all operations at the Columbus City Garage and the working foreman & his crews are assigned the following duties:

- Brush and miscellaneous heavy item pick-up
- Annual alley overlay program
- Leaf, snow removal and street sweeping schedules
- Sweeping downtown streets and sidewalks on Mondays and Fridays with street and sidewalk sweepers
- Mowing of City property and right-of-ways
- Mowing of property not properly maintained by residents (weed letters)
- Drywells, concrete work and storm sewer maintenance
- Chuckhole patrol
- Provide City Hall with Christmas tree
- Maintain stone alleys/fronts
- Operator on-call 24/7 for emergencies
- Assist other City Departments with projects or equipment

## **Traffic Department**

This five-person team is led by a working foreman, Mike Patterson, along with four drivers. The Traffic Department keeps street and intersections flowing safely 24/7 from any emergencies, weather related issues or accidents. They work closely with Elizabeth Fize, City Engineer, and Bryan Burton, Director City Garage.

- Maintenance of traffic signs and signals
- Painting of all traffic control pavement markings
- Provide barricades for traffic control for emergency or special events
- Traffic counts and similar traffic data collection
- Hanging banners downtown





## 2014 Budget

The following is a breakdown of the four Department's 2014 budget and returns:

- Shop and Garage started with \$475,314 and returned \$26,512.14 or 5%
- Sanitation started with \$2,394,830 and returned \$561,884.44 or 2%
- MVH started with \$1,519,605 (plus additional \$137,000) and returned \$62,407.99 or 3%
- Traffic started with \$484,801 and returned \$15,388.59 or 3%

## 2014 Accomplishments

### Shop and Garage Department

- Improved safety & cleanliness of shop area
- Continued drug and alcohol testing per the City's testing policy
- Attended monthly safety meetings, provided MSDS sheets for all employees
- Improved & increase vehicle maintenance program
- Purchased new welder for shop
- Reduced number of outside vehicle repairs
- Worked with other agencies and city departments: state highway garage, county garage, school corporation, City Utilities & SWMA



### Sanitation Department

- Completed route study, laid ground work for new trash routes to be implemented in February 2015
- Continued to work closely with schools, housing authority & city utilities on billing for trash collection
- Helped organize, plan and participated, along with volunteers from Cummins Engine Co., 1<sup>st</sup> Christian Church, Columbus Township Trustees and Sunright America Inc. employees in "Clean-Up Columbus" and many other neighborhood clean-ups including the 9<sup>th</sup> Street Park and 11<sup>th</sup> & Washington Street areas



- Transitioned the “Commercial Cardboard Program” to S.W.M.A
- Educated public with ordinance changes with flyers, magnets & web page
- Set ground work for “Curbside Recycling” with Mayor, City Council & Cummins Engine Company to begin February 2015
- Approved to hire one new employee in 2015 for curbside recycling truck
- Automated packer trucks collected 12,623 tons of household debris, equaling \$347,138 in tipping fees
- Extra pickup is offered the first full week of each month to city residents that may have more than what fits in their toter. Residents took advantage of the service and crews collected 487 tons of extra pickups equaling \$13,392 in tipping fees.
- Compost crews collected 379 loads or 54,277 stops of compost from green yard waste toters that were taken to the Bartholomew County compost site to be turned into compost for residents to pick up. Compost material is diverted from the landfill and collected April-December saving tipping fees
- Our weekly brush collection program collected, mulched, and hauled 423 loads or 90,041 stops of brush to the Bartholomew County compost site to be turned into mulch that is offered free to city residents
- Continued drug and alcohol testing per the City’s testing policy
- Conducted monthly safety meetings, provided MSDS sheets for all employees.
- Contacted property owners directly by phone (when possible) versus sending letters to owners regarding loose trash issues resulting in quicker clean-ups
- Increased our enforcement to eliminate loose trash problems within 24 hours of notification
- Implemented sanitation & compost routes in newly developed subdivisions
- Worked special events such as Ethnic Expo and Marathon for cleanup
- Received 20 yard rear-load trash truck for sanitation routes & new automated packer truck for curbside recycling, a brush chipper, and ordered 2 chipper trucks
- Received 10,000 recycling toters on behalf of Cummins Engine Company for curbside recycling
- Ordered two 33 yard automated packer trucks, 1 for trash, 1 for recycling







## Motor Vehicle Highway (MVH)

- Annual alley overlay used 434 tons of asphalt resulting in 14 alleys completed
- MVH Employees completed 54 drainage projects from the City Engineer's Office. Repairs consisted of curb replacement, inlet structure repair/replacement, installation of new castings, and asphalt repair/replacement. Total cost: \$70,168.54 (average of \$1,299.41/job.)
- Selected City Hall Christmas tree, cut down, hauled and decorated it. Tree was donated by Larry & Betty Christman, 7271 S 250 E, Columbus Indiana
- Selected small Christmas tree for the Commons, cut down, hauled and decorated it. Tree was donated by Charles & Vanessa Bryant, 3043 N 150 West, Columbus Indiana
- Purchased a S.A. tandem plow truck, 2 ton flatbed, equipment trailer, flail mower & leaf vac
- One hundred and forty eight weed letters were sent out with "Continuous Abatement Notice." Mowed 53 properties resulting in \$18,098.81 of fines, in which liens were applied
- Utilized a full-time employee to personally contact property owners regarding high weeds, resulting in quicker compliance and reducing the number of fines
- Promoted & supported safety on the job
- Continued drug and alcohol testing per the City's testing policy
- Attended monthly safety meetings, provide MSDS sheets for all employees
- Continued and improved bloodborne pathogen, hazard communication, and alcohol training programs
- Provided setup & tear down for Ethnic Expo, as well as the City Marathon
- Collected 4,142 brush tickets, creating 525 loads of brush from residents
- Maintained superior street maintenance & response time
- Swept & removed 535.76 tons of dirt and debris from city streets
- Clean inlets and drywells to continue proper working order – cleaning 102 inlets
- City Utilities reimbursed \$17,866.64 to the City (MVH Department) for repairing 56 street cuts made by the utilities
- Improved our "user friendly" technique and safety awareness in dealing with the public
- Increased snow removal training, snow crews make "dry" runs to review routes and make necessary changes to newly annexed streets







- Pretreated mains/emergency snow routes with brine solution (water/salt spray) for quicker, more efficient snow removal (1,000 gallon tank on truck), 1 ton of salt = 4,500 gallons of brine
- Implemented services for newly annexed/developed areas
- Checked and repaired substandard alley approaches
- Filled 9,068 chuck holes in the city
- Continued to work with youth and non-for-profit agencies on special projects
- Assisted home schooling teachers on “Touch A Truck” program to make a wonderful learning experience for our young adults
- Maintained Streetscape, POW/MIA Plaza, Police & Fire Memorial, Pleasant Grove flood buyout properties, old REMC acreage & I65 West medians
- Maintained close working relationships with SWMA, county & highway departments, youth, non-for-profit agencies, and all city departments



## Traffic

- Assisted with traffic control for the marathon, expo and city parades
- Installed thermoplastic at 30 various locations
- Upgraded 73 school x-walks for signage
- Upgraded traffic signals with new LED lamps totaling 203 lamps
- Painted 75 miles of street lines using 1,500 gallons of paint
- Upgraded 163 9” name signs with HI intensity sheeting to meet new M.U.T.C.D. sign reflectivity regulation changes
- Upgraded information, regulatory & warning signs with HI intensity sheeting to meet new M.U.T.C.D. sign reflectivity regulation changes, 282 upgrades using 211 posts
- Provided maintenance on the 4<sup>th</sup> Street gates and assisted in 4<sup>th</sup> Street closures





- Replaced 44 U-channel posts to square posts for street name signs
- Maintained banners throughout downtown area
- Hung Christmas lights downtown along Washington Street in the trees
- Hung & removed Christmas decorations on 4<sup>th</sup> Street from Jackson to Franklin Street
- Resolved corner sight distance problems/complaints and other hazardous situations provided by the public
- Provided snow removal for City parking lots, sidewalks around the parking lots & downtown ramps
- Assisted MVH Department with snow removal and many other duties as needed
- Maintained close working relationships with SWMA, county & highway departments, youth, non-for-profit agencies, and all city departments
- Assisted all City departments and other agencies when needed with barricades, signage, line markings, & traffic counts when needed
- Assisted Engineering with traffic counts & applying “detectable warning mats” on ramps for the visually impaired
- Purchased pickup truck, arrow board & equipment trailer.
- Assisted all city departments along with SWMA, county & highway departments, youth, and non-for-profit agencies with barricades, signage, and line markings

## **2015 Goals/Ideas**

### **Shop & Garage Department**

- Look at options to increase salt storage
- Create policies for City Garage Departments
- Update all City vehicle logos to current City logo
- Update & change vehicle numbers for easier inventory & insurance purposes
- Purchase new shop truck for mechanic to better assist with road repairs
- Attend monthly safety meetings
- Increase safety walk through inspections in all areas of garage & service compound



- Increase training for mechanic and assistant
- Improve vehicle maintenance program
- Continue to look for efficiencies in purchasing parts as well as our maintenance program
- Improve bloodborne pathogen, hazard communication, drug & alcohol training, AED & CRP training programs
- Continue to & work with other city departments & agencies
- Improve our in-house “Storm Water Pollution Prevention” plan



## Sanitation Department

- Explore new ways to cut costs & become more efficient
- Train six (6) drivers for trash/recycling routes by 2<sup>nd</sup> quarter
- New trash/recycling routes and on demand pickups – successfully implemented by first quarter
- Respond to CSR's within 24 hours
- Continue to educate residents on sanitation changes, etc.: web, radio, newspaper
- Trim N/S and E/W alleys for brush & other debris
- Improve our enforcement violation policies for loose trash
- Remain in compliance with federal law for safety equipment & gear
- Conduct monthly safety meetings
- Continue and improve bloodborne pathogen, hazard communication, drug & alcohol, CPR & AED training programs
- Work with the in-house mechanic to improve safety and mechanical problems that exist with refuse packers
- Maintain close working relationships with SWMA, county & highway departments, youth, non-for-profit agencies, and city departments





- Work closely with all non-profit organizations on neighborhood cleanups
- Continue to work with organizations on special events

## **Motor Vehicle Highway (MVH)**

- Evaluate & improve loose leaf program
- Respond to CSR's within 24 hours of notification
- Improve our "user friendly" technique and safety awareness in dealing with the public
- Attend monthly safety meetings
- Continue and improve bloodborne pathogen, hazard communication, alcohol training, first aid, AED and CPR programs
- Work closely with Sanitation Department on neighborhood cleanups
- Persevere in finding ways to cut budget costs, yet provide continued superior service to residents
- Continue to assist City Utilities on utility cuts
- Continue to work closely with engineering on storm water repairs and maintenance
- Complete ten (10) city inlet video inspections for potential problems or issues each quarter
- Clean 25 storm water inlets per quarter
- Improve our "Storm Water Pollution" plan
- Maintain superior street maintenance, response time & general service programs
- Provide street sweeping two times per year for city streets (spring/fall)
- Maintain (mowing/weeding, brush trimming) for Streetscape, POW/MIA Plaza, Police & Fire Memorial, Pleasant Grove flood buyout properties, REMC building, "Discover Columbus" landscaping & I65/SR 46 medians
- Weed-eat & clean curb lines in the big block, N/S, E/W from April – October
- Check and repair substandard alley approaches and review alleys for next alley overlay program





- Improve snow removal & street safety
- Increase snow removal training, review routes and make necessary changes to newly annexed areas
- Locate & make removal arrangements with residents for beautiful Christmas trees for City Hall and the Commons
- Implement services for newly annexed/developed areas
- Provide setup & tear down for Ethnic Expo
- Continue to work with SWMA Recycling Center, youth and non-for-profit agencies on special projects and all City departments

## Traffic Department

- Complete street sign inventory to “GIS” for sign layer by 4<sup>th</sup> quarter
- Continue to upgrade to 9” street name signs, also with HI intensity sheeting to meet new MUTCD sign reflectivity regulation changes
- Install 30 thermoplastic x-walks by 4<sup>th</sup> quarter
- Paint 80 miles of street lines by 4<sup>th</sup> quarter
- Continue to change out u-channel posts to square posts for street name, information, regulatory & warning signs
- Respond to CSR’s within 24 hours after notification
- Continue to install new information, regulatory & warning signs with HI intensity sheeting to meet M.U.T.C.D. sign reflectivity regulation changes
- Finish upgrading (96) one-way signs by 4<sup>th</sup> quarter
- Provide superior snow removal for City parking lots, parking lot sidewalks & ramps
- Upgrade city bus signs and relocate signs for changing routes and adding stop times to signs
- Resolve corner sight distance problems/complaints and other hazardous situations provided by the public
- Increase on the job training and safety awareness
- Continue and improve bloodborne pathogen, hazard communication, alcohol training, first aid, AED and CPR programs





- Maintain close working relationships and assist county & highway departments, youth, non-for-profit agencies, and city departments





## SANITATION DEPARTMENT



## TRAFFIC DEPARTMENT



## MOTOR VEHICLE HIGHWAY DEPARTMENT



## SHOP & GARAGE DEPARTMENT

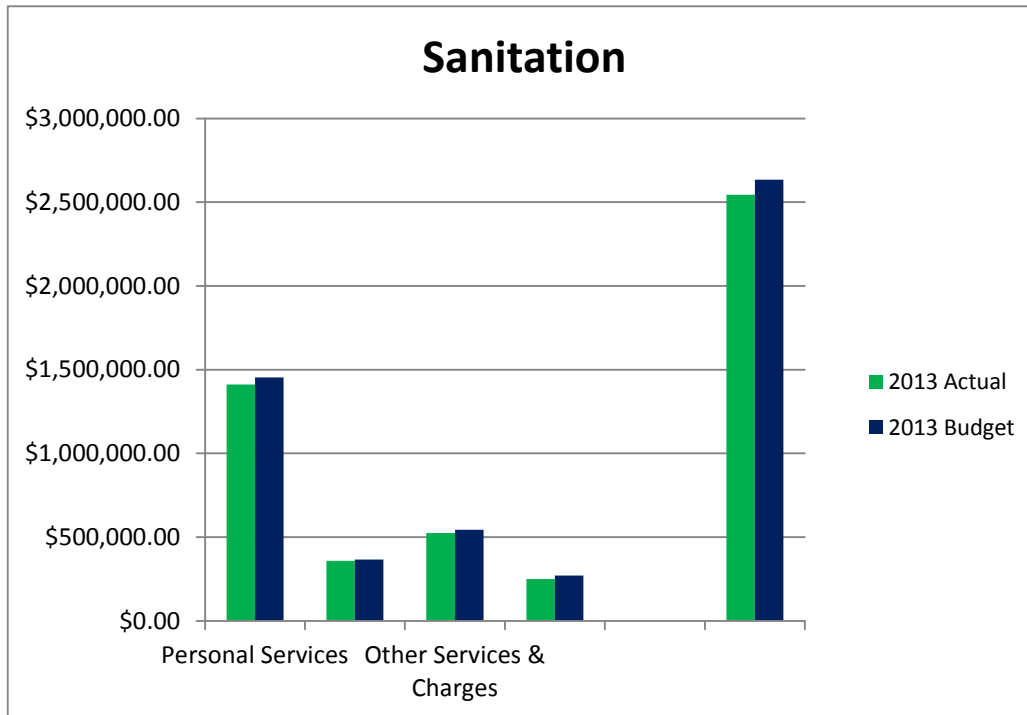






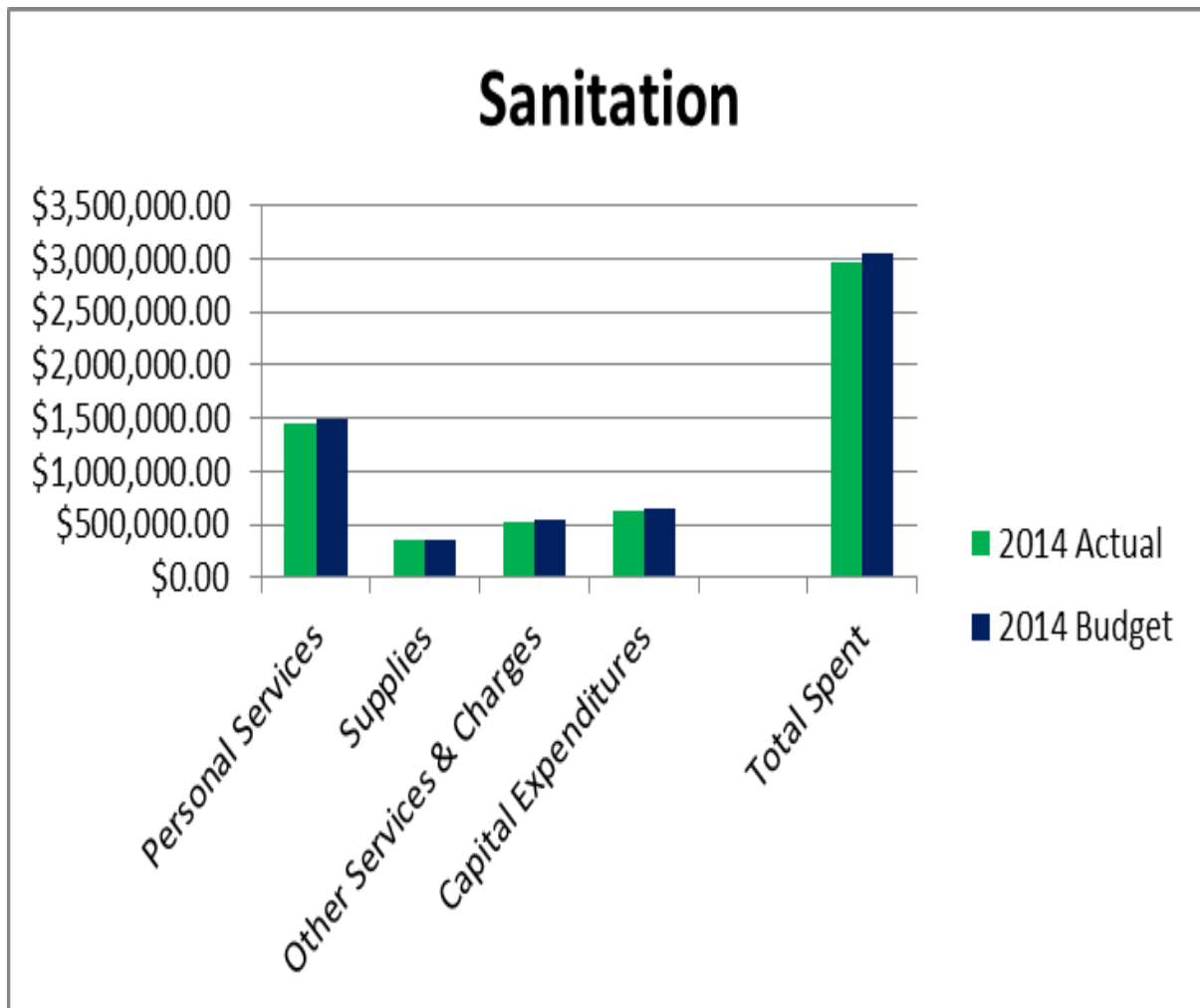
## Financials

<b>Sanitation</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$1,410,823.47	\$1,453,988.00	\$43,164.53	97%
Supplies	\$358,142.32	\$366,063.00	\$7,920.68	98%
Other Services & Charges	\$524,602.06	\$543,450.00	\$18,847.94	97%
Capital Expenditures	\$250,513.00	\$270,000.00	<b>\$19,487.00</b>	
<b>Total Spent</b>	<b>\$2,544,080.85</b>	<b>\$2,633,501.00</b>	<b>\$50,446.15</b>	<b>97%</b>
Year Over Year- 2012/2013	\$348,546.56	\$134,466.21	<b>\$253,054.35</b>	
Year Over Year- 2012/2013	15.88%	5.38%	-83.38%	



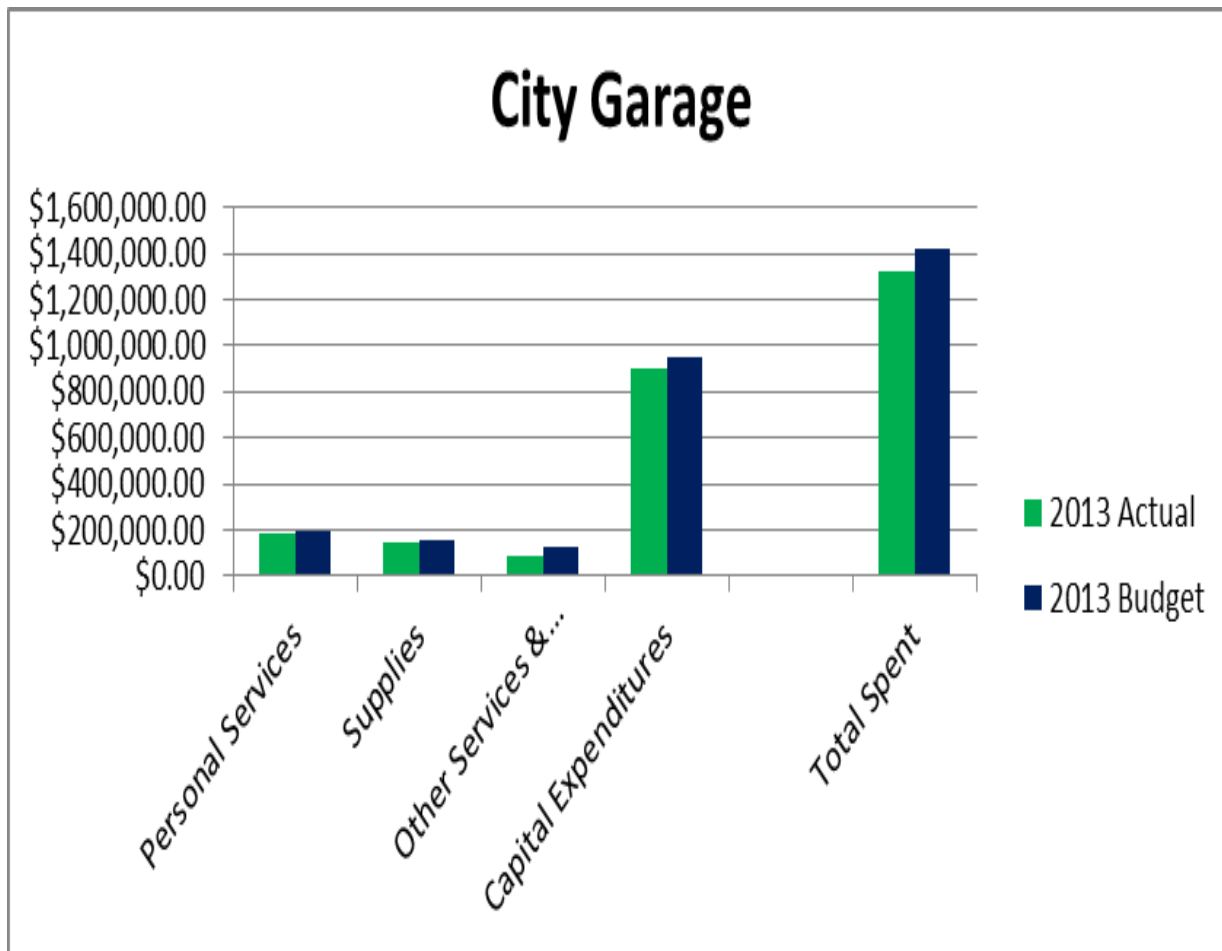


<b>Sanitation</b>	2014 Actual	2014 Budget	Difference	%
Personal Services	\$1,446,754.46	\$1,492,817.00	\$46,062.54	97%
Supplies	\$356,910.95	\$358,563.00	\$1,652.05	100%
Other Services & Charges	\$529,280.15	\$543,450.00	\$14,169.85	97%
Capital Expenditures	\$635,382.55	\$655,000.00	<b>\$19,617.45</b>	
<b>Total Spent</b>	<b>\$2,968,328.11</b>	<b>\$3,049,830.00</b>	<b>\$42,266.99</b>	<b>97%</b>
2013 Forwarded encumbrances				
Other Services & Charges	\$15,635.00			
<b>Total</b>	<b>\$15,635.00</b>			
Year Over Year- 2013/2014	\$424,247.26	\$416,329.00	<b>\$8,179.16</b>	
Year Over Year- 2013/2014	16.68%	15.81%	<b>-16.21%</b>	



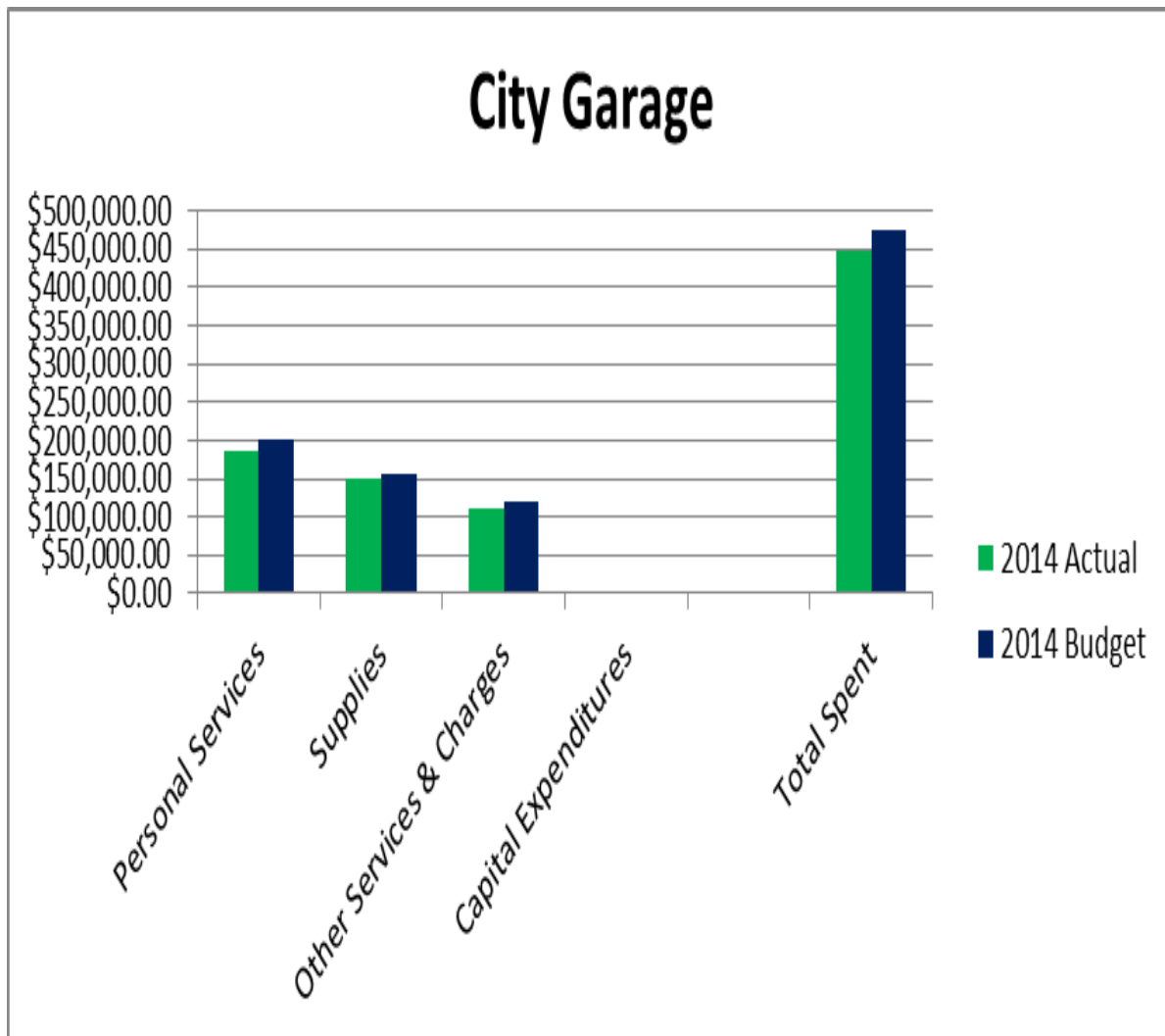


<b>City Garage</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$187,597.93	\$195,377.00	\$7,779.07	96%
Supplies	\$148,535.80	\$151,400.00	\$2,864.20	98%
Other Services & Charges	\$87,968.31	\$122,953.00	\$34,984.69	72%
Capital Expenditures	\$901,713.00	\$949,775.00	\$48,062.00	95%
<b>Total Spent</b>	<b>\$1,325,815.04</b>	<b>\$1,419,505.00</b>	<b>\$93,689.96</b>	<b>93%</b>
2012 Forwarded encumbrances				
Personal Services	\$3,990.21			
<b>Total</b>	<b>\$3,990.21</b>			
Year Over Year- 2012/2013	\$901,956.53	\$855,401.19	<b>\$46,555.34</b>	
Year Over Year- 2012/2013	212.80%	151.64%	<b>-33.20%</b>	



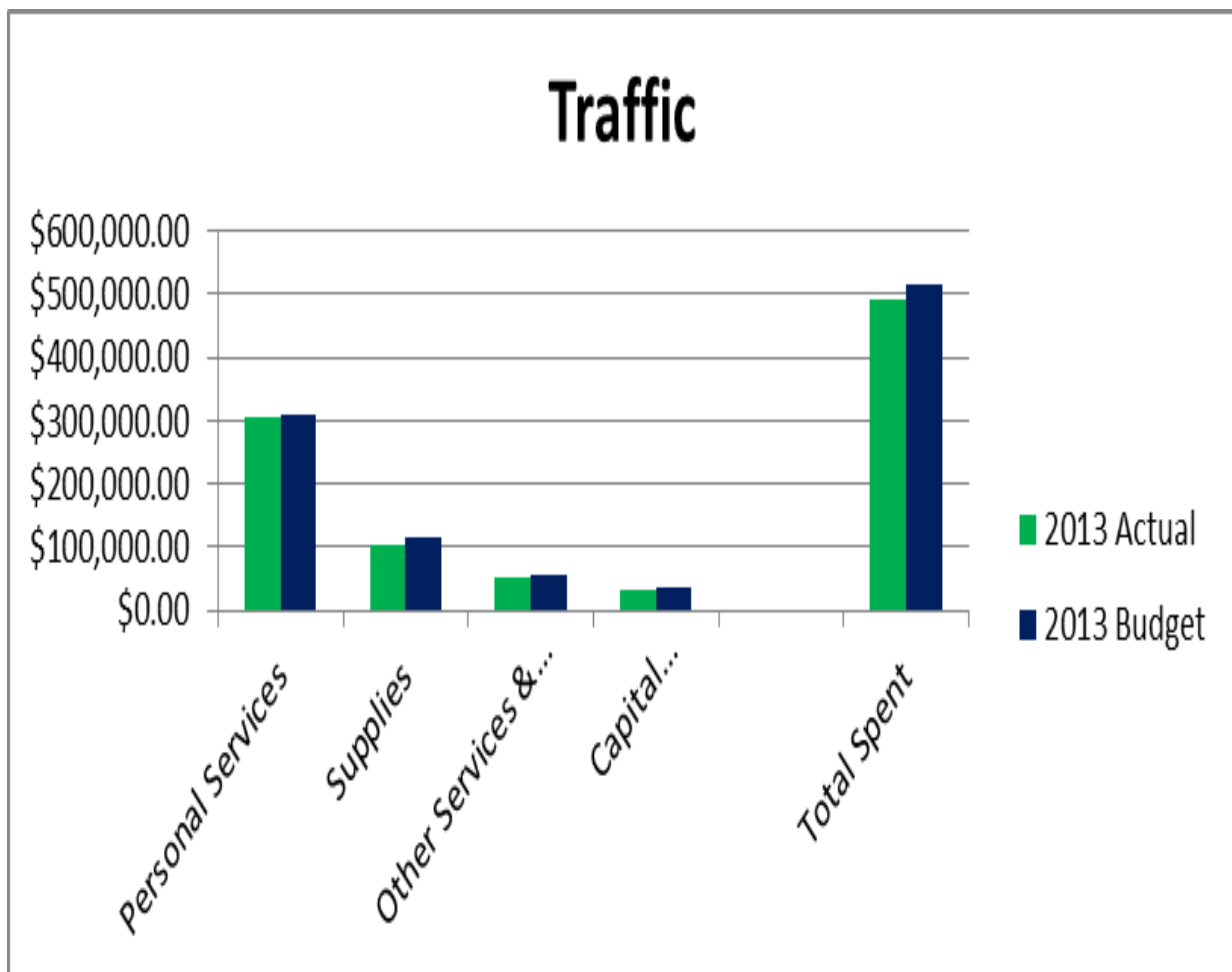


<b>City Garage</b>	2014 Actual	2014 Budget	Difference	%
Personal Services	\$185,028.04	\$200,961.00	\$15,932.96	92%
Supplies	\$151,202.06	\$155,400.00	\$4,197.94	97%
Other Services & Charges	\$112,571.76	\$118,953.00	\$6,381.24	95%
Capital Expenditures				
Total Spent	\$448,801.86	\$475,314.00	\$26,512.14	94%
Year Over Year- 2013/2014	\$448,801.86	\$475,314.00	\$26,512.14	
Year Over Year- 2013/2014	-66.15%	-66.52%	-71.70%	



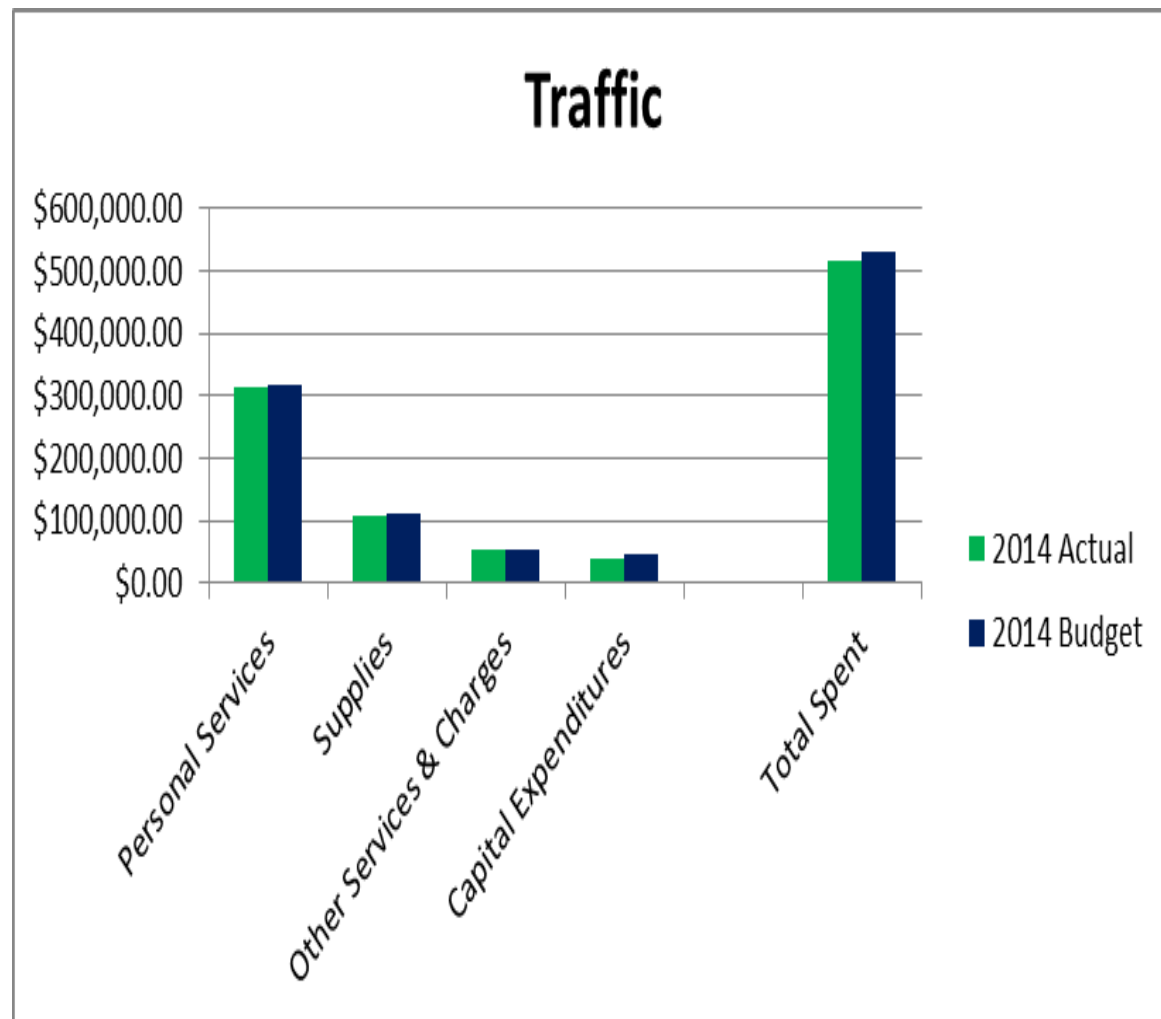


<b>Traffic</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$304,256.52	\$309,400.00	\$5,143.48	98%
Supplies	\$104,754.31	\$115,054.85	\$10,300.54	91%
Other Services & Charges	\$52,252.41	\$54,200.00	\$1,947.59	96%
Capital Expenditures	\$31,330.00	\$35,000.00	<b>\$3,670.00</b>	
<b>Total Spent</b>	<b>\$492,593.24</b>	<b>\$513,654.85</b>	<b>\$13,721.61</b>	<b>96%</b>
2012 Forwarded encumbrances				
Personal Services	\$5,817.81			
<b>Total</b>	<b>\$5,817.81</b>			
Year Over Year- 2012/2013	\$34,940.20	\$14,111.59	<b>\$28,168.61</b>	
Year Over Year- 2012/2013	8%	3%	<b>-67%</b>	



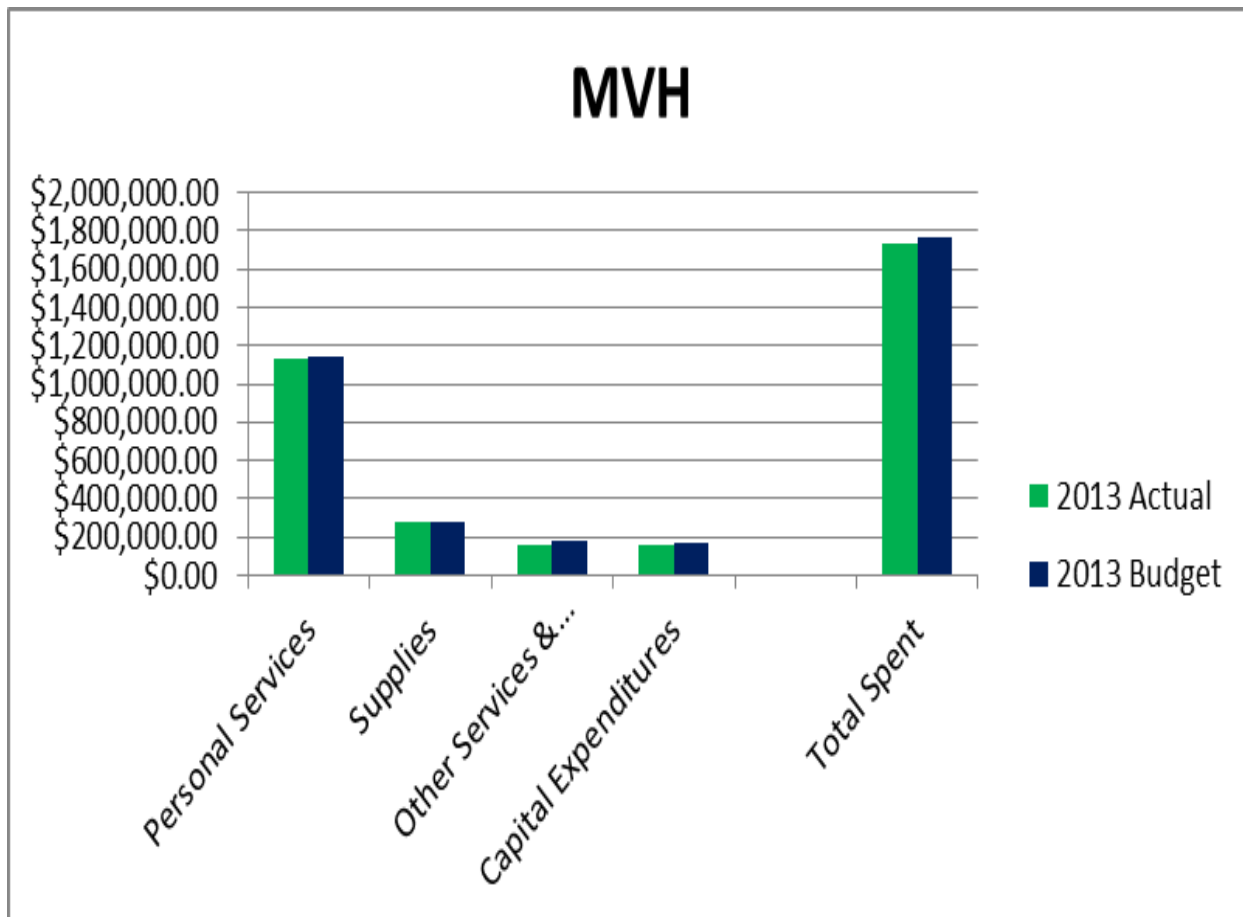


<b>Traffic</b>	2014 Actual	2014 Budget	Difference	%
Personal Services	\$312,296.85	\$318,101.00	\$5,804.15	98%
Supplies	\$108,340.92	\$112,500.00	\$4,159.08	96%
Other Services & Charges	\$53,627.24	\$54,200.00	\$572.76	99%
Capital Expenditures	\$40,098.00	\$46,000.00	<b>\$5,902.00</b>	
Total Spent	\$514,363.01	\$530,801.00	\$4,633.99	97%
Year Over Year- 2013/2014	\$21,769.77	\$17,146.15	<b>\$9,087.62</b>	
Year Over Year- 2013/2014	4%	3%	<b>-66%</b>	





<b>MVH</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$1,131,087.54	\$1,146,400.00	\$15,312.46	99%
Supplies	\$273,338.65	\$274,500.00	\$1,161.35	100%
Other Services & Charges	\$162,403.10	\$177,500.00	\$15,096.90	91%
Capital Expenditures	\$162,031.00	\$170,000.00	\$7,969.00	95%
<b>Total Spent</b>	<b>\$1,728,860.29</b>	<b>\$1,768,400.00</b>	<b>\$39,539.71</b>	<b>98%</b>
2012 Forwarded encumbrances				
Personal Services	\$23,659.18			
<b>Total</b>	<b>\$23,659.18</b>			
Year Over Year- 2012/2013	\$383,051.53	\$237,845.00	<b>\$145,206.53</b>	
Year Over Year- 2012/2013	28%	16%	<b>-79%</b>	







<b>MVH</b>	2014 Actual	2014 Budget	Difference	%
Personal Services	\$1,138,566.00	\$1,198,845.00	\$60,279.00	95%
Supplies	\$286,393.01	\$286,500.00	\$106.99	100%
Other Services & Charges	\$169,238.00	\$171,260.00	\$2,022.00	99%
Capital Expenditures	\$299,970.50	\$312,000.00	\$12,029.50	96%
<b>Total Spent</b>	<b>\$1,894,167.51</b>	<b>\$1,968,605.00</b>	<b>\$74,437.49</b>	<b>96%</b>
Year Over Year- 2013/2014	\$165,307.22	\$200,205.00	\$34,897.78	
Year Over Year- 2013/2014	10%	11%	88%	

